Reopening Plan

Our Guiding Principals:
• The safety of our students, employees, and volunteers is our highest priority.
• We will follow guidelines set by local, state, and federal representatives and health officials.
• Providing quality teaching, learning opportunities, resources, and support services for our students is paramount.
General Requirements:
- Literacy KC will follow guidelines set by local representatives and health officials
- Entry to Literacy KC locations are by appointment only for all Literacy KC staff and participants
- Must wash/sanitize hands upon entry & regularly while on premises
- Must wear face mask over mouth and nose
- Must maintain a distance of 6 feet from others
General Guidelines

Special Considerations:
People with disabilities that prevent them from wearing face coverings or are high risk of contracting COVID-19 will be encouraged to participate in Literacy KC programming virtually.

Entering a Literacy KC site:
- By appointment only
- Must wear face mask
- Sanitize hands
- Temperature check of 100 degrees or less for entry
- Complete COVID-19 screening
- Clean/Sanitize all surfaces before and after use
- Meet virtually whenever possible
- Literacy KC will follow local guidelines for building occupancy

Gathering Spaces:
Student Lounge, Break Rooms, Lobby, Printer Area, Library, Gym
- All spaces should be equipped to support social distancing (6 feet distance requirements)
- Individuals are required to sanitize surfaces before and after use
- No group congregating
- No shared food
- Students should not eat at a Literacy KC location

COVID-19 Screening Questionnaire:
- Check for COVID-19 symptoms (individual and those in direct contact to the individual)
- Temperature check
- Mask on
- Sanitize hands
- Have you traveled outside of the state or in a known hot zone?
- Have you been in contact with anyone who has tested positive for COVID-19?
- Have you or someone you live with experienced these symptoms?
  - Fever
  - Chills
  - Dry cough
  - Shortness of breath
  - Loss in taste or smell
  - Sore throat
  - Nausea or vomiting
Testing and Orientation will occur:
- Virtually and by appointment for those with the resources and skills
- In-person and by appointment only for those without the resources and/or skills
- Locations include Literacy KC and Clymer

Testing and Orientation will result in either:
- Placement/enrollment in a virtual class for those with the resources and skills
- Placement/enrollment in an in-person, intensive Digital Prep Class for those without the resources/skills in order to:
  - Increase distance learning skills to the level at which the student can be successful in a virtual class
  - Identify and supply the resources/skills the student needs in order to successfully participate in a virtual class
  - Upon completion of the Digital Prep Class, students will be enrolled in a virtual class

*Face to face classes will increase as safety will allow.

Literacy KC, Clymer, and other Kansas City metro sites will be subject to the same Phased reopening approach outlined below. Other, more rural sites, ie. El Dorado Springs, may be evaluated separately and be eligible for alternative dates for a phased reopening based on health and safety standards and COVID-19 testing rates in those communities. Workforce development programs that require in-person training, ie. CNA, CDL, etc, will be eligible for different phased reopening depending on requirements and safety.
In the event of a Positive COVID-19 Test:

**Instructor:**
- Anyone who has come in contact with that instructor in the previous two weeks will be notified and will not be allowed to return for two weeks or until after providing documentation of a negative test
- The instructor’s classroom and workspace will be closed for two days to allow deep cleaning and sanitization
- The instructor will continue working virtually, if health allows. If not, a substitute will be found. In the event that a substitute cannot be found, that instructor’s classes will be canceled until his/her return.

**Student:**
- Anyone who has come in contact with that student in the previous two weeks will be notified and will not be allowed to return for two weeks or until after providing documentation of a negative test
- The student’s classroom will be closed for two days to allow deep cleaning and sanitization
- The student can continue virtually, if health allows. If not, the student can resume after two weeks and when health allows.

**Non-instructional employee:**
- Anyone who has come in contact with that employee in the previous two weeks will be notified and will not be allowed to return for two weeks or until after providing documentation of a negative test
- The employee’s workspace will be closed for two days to allow deep cleaning and sanitization
- The employee will continue working virtually, if health allows. If not, a substitute will be found. In the event that a substitute cannot be found, that employee’s meetings and other obligations will be canceled until his/her return.

**Partner Site employee:**
- Any Literacy KC employee or student who has come into contact with that person will be notified and will not be allowed to return for two weeks or until after providing documentation of a negative test
- Literacy KC will work with the partner site to deep clean and sanitize any possible exposed surfaces before allowing business to resume
In the event of Secondary Exposure:

NO Symptoms:
- Stay home and away from others, including household members (self-isolate)
- Monitor yourself for symptoms for 14 days after exposure
- Do not go to work or school, and avoid public places for 14 days
- If you have tested positive for COVID-19, but have not had any symptoms, you can end home isolation when:
  - At least 10 days have passed since the date of your first positive COVID-19 test AND
  - You have had no subsequent illness

Showing Symptoms:
- Stay home and away from other people, including household members (self-isolate), even if you have very mild symptoms
- Contact your healthcare provider for a test. Tell them you were exposed to someone with COVID-19 and are now sick
- If you have confirmed or suspected COVID-19 and have symptoms, you can end home isolation when:
  - It’s been at least 24 hours with no fever without using fever-reducing medication AND
  - Your symptoms have improved AND
  - At least 10 days have passed since symptoms first appeared